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ABSTRACT

This annotated bibliography represents a selection of materials which are of most immediate practical relevance and utility to those concerned with the English language education at all levels of refugees from Indochina, particularly Vietnam. An effort was made to include a basic and up-to-date selection of professional materials for those with little prior preparation in this area. Availability was another criterion in selecting the materials. Materials on Vietnamese language and culture are also included, because it is felt that English instruction should be carried out in a context sensitive to the cultural shock of the refugee, and because it is felt that a bilingual or a bilingual support program is in the long run the best approach to the instruction of the refugee. Materials are listed under the following headings: materials for children, including audiovisual aids; materials for adults; dictionaries and reference materials; vocational English; adult basic literacy materials; testing materials; linguistic and cultural reference materials; and references for teachers. (Author/AM)

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Center for Applied Linguistics

Vietnamese Refugee Education Series: 4

A Selected Annotated Bibliography
for Teaching English
to Speakers of Vietnamese

compiled by
Barbara Robson
Kenton Sutherland

PREFACE

The Center for Applied Linguistics, a non-profit Ford Foundation-supported national center for the application of linguistic research, has responded to the urgent need created by the immigration of thousands of Vietnamese to this country by developing the present material for use by the refugees and others working with them. It is our hope that this material will contribute to bridging the language and cultural barrier, and help the refugees to take their place as new members of American society.

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INTRODUCTION

This bibliography, as its title implies, makes no claim to being complete, but represents a selection of those materials which in the compilers' judgment would be of most immediate practical relevance and utility to those concerned with the English language education - at all levels - of refugees from Indochina, particularly Vietnam.

While practicability and teachability were the principal criteria for teaching materials, an effort was made to include a basic and up-to-date selection of professional materials for those with little prior preparation in this area. Interested individuals are encouraged to join TESOL (Teachers of English to Speakers of Other Languages), the national organization which holds an annual meeting (in March) and publishes a journal (The TESOL Quarterly). For information, write to TESOL, School of Languages and Linguistics, 455 Nevils Building, Georgetown University, Washington, D.C. 20057.

A bibliography of materials on Vietnamese language and culture is also given, for several reasons. For one, while teaching English is a necessary short-term goal, it should be carried out in a context which is sensitive to the cultural and emotional shock which the learners are experiencing, and to the great differences between the Vietnamese and American cultures. Secondly, while the force of circumstance or personal preference may for the present dictate an emphasis on learning English, continued cognitive development and growth in native language skills are best realized if some instruction is maintained in Vietnamese. A bilingual program - or minimally, a bilingual support program - is the approach recommended by the Center wherever feasible, and will undoubtedly be the approach desired in time by increasing numbers of Vietnamese themselves.

It is important to recognize that text materials written for native English speakers are often unsuitable

for learners of English as a second language, and that special second-language teaching techniques are needed. However, beyond a certain basic point language is best learned when it is used as a medium of communication rather than as an object in itself. Segregated "ESL" classes, are, therefore, not recommended (and may, in fact, be illegal).

While a fully bilingual teacher would obviously be ideal, even a minimal knowledge of Vietnamese can be useful to the teacher, not only in communicating with the student and helping him feel at home, but in understanding why certain problems with English occur and how these might best be approached in the classroom.

The distinction among "elementary", "secondary", "adult", etc. levels in the material is somewhat arbitrary. While the elementary level is fairly distinct, the other categories are often overlapping. The user, therefore, is encouraged to look through more than one possible applicable section in searching for materials. Availability has been one of the criteria for materials, and while there are many excellent British materials in existence, for example, they have only been listed where it is known that they are readily available. Prices are meant merely to be indicative, and no responsibility is taken as to their accuracy.

It is the hope of the compilers and of the Center that this bibliography will be helpful to agencies, administrators, teachers, and others working with the refugees.

It is a pleasure to acknowledge the assistance of Penelope Pickett, Carolyn Shields and Jennifer DeCamp in preparing this bibliography.

B.R., K.S.

Materials for Children

1.1 TEXTBOOKS AND SERIES

There is not very much material specifically on ESL for the younger child. Until the child is about seven or eight, mere presence in an English-speaking environment (like an American home, or a school in which he is the only Vietnamese, etc.) is often enough for him to pick up a native command of the language, assuming that he is not frightened into silence by his new situation. Much of the material that does exist is written specifically for Spanish-speaking children; if these materials aren't bi-lingual (with both Spanish and English used in the texts), they can easily be adapted for Vietnamese children.

- 1.1 ~~BUMPASS~~, Faye L. We Speak English. New York: American Book Co. (Division of Litton Educational Publishing, Inc.) 1967. Book I: \$2.00; Book II: \$2.00. Paperback.

Upper elementary. Can be used as a continuation of The New We Learn English, or as beginning books (material contained in the lower elementary series is reviewed in We Speak English). Teachers' editions available.

- 1.1 KERNAN, Doris. Steps to English. New York: McGraw Hill, 1974. Book I: - \$3.00; Book II - \$ 3.00. Books III and IV available late 1975. Paperback.

Lower elementary. Teachers' editions, work-books, cue cards and tape cassettes are available. Does not include a pre-reading program: pupils are expected to be literate.

- 1.1 MARQUARDT, William F., Jean H. Miller, and Eleanore Hosman. English Around the World. Glenview, Illinois: Scott Foresman, 1970. Pupils' Skills Books (Levels 1 through 6): \$1.68 - \$2.00. Paperback.

Elementary, all levels. A complete six-level

course, very effective if the teacher reads and follows the guide. Especially suitable for teachers with no special training in ESL. Levels 1 and 2 have recently been revised. Activities books with supplemental tests (levels 1 and 2), practice pad and test book (level 3), display cards (levels 1-3), word cards (levels 2,3), record albums (levels 1 and 2), posters & teachers' guidebooks available.

- 1.1 RICHARDS, I. A., and Christine Gibson. English Through Pictures. New York: Pocketbooks (Simon and Schuster, Inc.) Several dates.
Book I (combined with 1st workbook): \$1.50;
Book II (combined with 2nd workbook): \$1.50;
Book III: \$.95. All three: \$3.00. Paperback.

All levels. Series generally available in areas where nothing else is available. Records, filmstrips, cassettes, and teaching films are also available. Send all orders to Educational Services, 1730 Eye Street, N. W., Washington D. C. 20006. tel. (202) 298-8424.

- 1.1 SLAGER, William R. et al. CORE English: English for Speakers of Other Languages. Lexington, Mass: Ginn, 1972. From \$96.00 to \$113.00 per kit.

Lower Elementary. Series designed to teach English to kindergarteners through third graders. Each kit (Levels I through IV) includes workbooks, teachers' manual, wall charts, picture cards, records. The materials are easily adaptable to Vietnamese children. Series is suitable for teachers with no special ESL training. Workbooks are available separately in batches of five (\$4.50). Series teaches spoken English, and includes reading readiness program. Teachers' manual is so detailed that it can be used in teacher-training programs.

- 1.1 VINSON, Jane. The Magic of English Workbook. New York: Harper and Row, 1968. \$1.59.
Paperback. Teachers' edition: \$1.59.

Upper elementary. A very simple, clear workbook with pictures in color. No special training needed for the teacher.

- 1.1 WILSON, Robert, Eddie Hansen, Jr., Evelyn Bauer, Lois Michael, Donald Meyer and Alfonso Ramirez et al. Region One Curriculum Kit (R.O.C.K.) Rev. Ed. Dallas: Melton Book Co., 1969 - Complete kit, \$280.00.

An oral language development system for grades one and two, originally designed for Spanish-speaking children, but successfully used in programs with children from other backgrounds. Kit contains teachers' manual with lesson plans; 200+ objects (toys, puppets, etc.); flash cards; records or cassettes; two filmstrips; supplementary booklets relating to the lessons; and a testing program. Especially suitable for the teacher with no special ESL training. Some parts of the kit can be purchased separately.

1.2 READERS, READING AND WRITING PROGRAMS

We have included in this section some materials that, although they are not specifically designed for ESL students, have proven useful to them. You might be able to use the material you already have, if you bear in mind that your ESL students will have different reactions and problems from your native speakers.

- 1.2 LANCASTER, Louise. Introducing English, 2nd Ed. Hopewell, N.J.: Houghton-Mifflin, 1975. Text: \$11.20. Spiral bound.

Lower elementary. Oral English and pre-reading program for Kindergarten and first grade students. Originally intended for Spanish speakers, but can be used for Vietnamese. Teachers' manual, duplicating masters, and picture cards available.

- 1.2 ROBINETT, Ralph F. Paul W. Bell, and Pauline M. Rojas. Miami Linguistic Readers. D.C. Heath, 1970. About \$.88 per reader. Paperback.

Lower elementary. Two groups of attractive, colorfully illustrated books graded in difficulty, appealing to students through junior high, as well as the

first and second graders they were designed for. First group (Big Book I) is a reading readiness unit. Teachers' manual and Seatwork book available for each reader; charts for Big Book I and II, placement tests, and a classroom kit (including word, phrase and sentence strips, hand puppets and a 12-inch, 33 1/3 record) are also available. Not specifically for ESL, but adaptable.

- 1.2 RAMIREZ, Alfonso et al. Region One Literacy Lessons (R.O.L.L.). Dallas, Texas: Melton Book Co., 1970. Complete kit, \$110.00.

Reading and writing program for ESL students in grades one and two. Kit includes teachers' guide; alphabet trays and letter cards; large illustrations; thirty sets of eight workbooks; thirty test booklets and teachers' guide; colored wall charts; creative writing manual; and classroom record sheet. R.O.L.L. comes in English and Spanish; be sure to order the English version. R.O.L.L., like R.O.C.K., was originally designed for Spanish-speaking students, but has been successfully used with children from other language backgrounds. A carefully sequenced series of activities designed to have children reading and writing ESL in two years.

- 1.2 DYKSTRA, Gerald Port, and Antonette Port. Composition: Guided to Free. New York: Teachers' College Press, 1974. Program Books 1 - 4, \$1.00 each. Paperback.

All levels. First four books of a twelve-book series of guided composition programs for kindergarten through adult level use. Not specifically ESL, but adaptable. Teachers' manual available.

- 1.2 WEST, Michael and D. K. Swan. New Method Supplementary Readers. New York: Longmans. Several Dates. About \$.75 per book.

All levels. Series of stories, plays, classics rewritten for students of English as a Foreign Language. Graded according to vocabulary: Stage I readers, 450 words; Stage II readers, 750 words, etc. Sample titles: Fables and Fairy Tales, The Waterbabies, Rip Van Winkle and The Legend of Sleepy Hollow, The Midwintch Cuckoos. Series is British, so mostly British authors are represented.

- 1.2 FIRST TALKING STORYBOOK BOX, SECOND TALKING STORYBOOK BOX. Oakland, New Jersey: Scott Foresman, 1967. \$78.00 per box.

Lower elementary. Over twenty-one story books in each box, along with records, reading record cards, and instruction booklet, designed for first graders to read along with the records and pictures. Not especially for students of ESL, but easily adapted.

- 1.3 AUDIO-VISUAL AIDS

- 1.3 AIMS INSTRUCTIONAL MEDIA, INC. Beginning Conversational English Program. Hollywood, California.

12 color filmstrips, 6 records or 12 cassettes. Elementary. Three related kits designed to hold attention through identification with a family's activities and interest. Records have pauses for repetition. Set \$130.00 with records, Code F120; \$175.00 with cassettes, Code F125; Kits 1,2,3 - \$48.00 with records, \$68.00 with cassettes, Codes F121-123.

- 1.3 BILINGUAL EDUCATIONAL SERIES, INC. Primary ESL Stories. Millward Teaching Aids Co.

Four stories included are: Red Ridinghood, The Three Bears, The Four Singers, Pied Piper. Complete set consists of one English Book of each story, one colored Filmstrip of each story, and three 12-inch recordings narrated by Cesar Romero. (All three records use the response method. The first two records have recorded responses and encourage the listener to "speak along". The third record has pauses for the listener to respond to himself); Record No. E-1: English Readings of all Four Stories; Record No. E-2: English Narration of Red Ridinghood and The Three Bears in Short Phrases with Voices Responding; Record No. E-3: English Narration of The Four Singers and Pied Piper in Short Phrases with Pauses Timed for Class Responses. Set Price: \$48.00.

- 1.3 THE BAKER & TAYLOR CO. Children's English

For children beginning to learn English as a Second Language. Simple conversational lessons are used. Suitable for grades 1-7. Record & Manual: \$4.98.

- 1.3 GOLDEN, Ruth I. Talking With Mike (Complete Series); The Baker & Taylor Co.

Fourteen language lessons designed to help the child to acquire American English as a second language. Includes repeating exercises, songs, rhymes, and riddles. Suitable for grades K - 9. Cassettes & Teachers' guide available. Complete package: \$165.00.

- 1.3 BILINGUAL EDUCATIONAL SERVICES, INC.
Invitation to English I, II

A very basic ESL course for small children in kindergarten, first and second grades. A teacher aid can easily work with a small group of students practicing the basic and most essential sounds in English. K-24 (Initiation to English I - 14 filmstrips, 2 cassettes and teachers' guide): \$119.50; K-26 (Initiation to English II (Sequel to No. 1) - 14 filmstrips, 2 cassettes and teachers' guide): \$119.50.

- 1.3 LANCASTER, Louise. Introducing English. Boston: Houghton Mifflin Co. 1966

ESL, Primary-Elementary; Teachers' Guide available; 158 picture cards, box of 35 duplicating masters. The masters are planned around the content of a lesson as well as enrichment, reinforcement, and review. Picture cards indexed. Guide consists of lesson plans with games, evaluation, vocabulary and language patterns. Complete: \$21.00.

- 1.3 A.C.I., Look, Listen & Read

Three sets; 4 Strips, 4 Cassettes, Guide in each set. Set I: Ducks/Safety as We Play/Sun/Wind; Set II: In, Out, Up, Down, Over, Upside Down/My Friend the Policeman/Rain/Z is for Zoo; Set III: A Wheel is Round/County Fair/Picnic/Playground. Look, Listen, and Read Media Package - 4 teachers' guides, pre-viewing and post-viewing tests, word games (on 10 spirit masters), 245 flash cards,

1 poster: \$14.50 set. Series Price: \$195.00. Each Set: \$75.00.

- 1.3 OLSHAR, Laura and Robert Wilson. Beginning Fluency in English as a New Language. Bowmar Publishing Corp.

A multi-media program that helps children learn and enjoy English as a second language through listening-seeing-saying. Each story has four parts: straight narrative participation through answering questions, phrase repetition and confirmation, and illustrative verse. Comprehensive Teachers' Manual available. Set 5: The Bird, The Wolf and The Bear (Part 1, 18 frames, Part 2, 30 frames); The Ant, The Anteater, and The Panther (Part 1, 20 frames, Part 2, 20 frames) LP Records, full color Filmstrips: \$44.00; Cassettes, full color Filmstrips: \$48.50 Record Editions \$154.00; Cassette Editions \$172.00.

- 1.3 TEACHING AUDIALS AND VISUALS, INC. The Study of English as a Second Language. New York: Teaching Audials and Visuals, Inc.

Tape (or cassette: specify which when ordering) course in ESL; series of six tape sets and accompanying book. Titles: Our School; On the Farm and In the Zoo; The Dodd Family at Home; The Street Where I Live; Meet the Dodd Family; and Our Community. Tape sets: \$39.00 each; books: \$3.95 each (minimum order: 20 books).

- 1.3 VISUALLANGUAGE NEWBY LANGUAGE MATERIALS. The Learning Business/Visual Language. The Baker & Taylor Co.

A visually-oriented program consisting of 500 pictures, which illustrate a basic vocabulary of 112 verbs and 96 adjectives consistent with the first 1000 words in normal language development. Suitable for grades 1 - 6. 500 pictures (8½"x 11", 112 verbs, 96 adjectives) \$36.75; 336 pictures (8½"x 11", 112 verbs) \$26.50; 164 pictures (8½"x 11", adjectives) \$2.95.

- 1.4 SUPPLEMENTARY MATERIALS: Songs, Games, Flashcards, etc.

- 1.4 ALLEN, Walter P. Easy Crossword Puzzles. More Easy Crossword Puzzles. Portland, Oregon: English Language Services, 1956. \$1.00 per book.

Upper elementary. Twenty crossword puzzles in each book. Designed for ESL students; controlled vocabulary. Puzzles are arranged in order of difficulty, and can be used for group work in class or by individual students.

- 1.4 BRADLEY, Milton. Science Aids. Beckley-Cardy Company.

Series of flannel-board materials, usable as ESL materials to teach vocabulary and to generate conversation. About \$4.00 per set; available sets include Seasons, Plant Growth, Earth in Space, Human Body Parts, etc.

- 1.4 COLOMBANI, Sarafina. Releasing Ideas for Self Expression (R.I.S.E.) Dallas, Texas: Melton Book Co., 1975. \$70.00 for the two sets; can be purchased separately at \$35.00 each.

An original, innovative approach to language development. Unique in concept and design. The R.I.S.E. kit is a self-contained oral language development program. It is designed primarily for vocabulary and concept development in the Vietnamese language for its own sake, but secondly in order to prepare the student for greater growth in the second language. The kit contains ten Vietnamese language charts and ten English language charts, a Teacher's Guide, and over 200 extra pictures for teacher-made charts. The instructional model for Vietnamese and English is the same. The teacher begins by eliciting known vocabulary on a given topic; through various classification and seriation exercises structure is given to what is known. The teacher then presents the commercial chart on the same topic to expand the structure; i.e., the teacher develops vocabulary conceptually rather than within a syntactic pattern.

- 1.4 DORRY, Gertrude Nye. Games for Second Language Learning. New York: McGraw Hill, 1966. \$1.50.

All levels. Games designed to give young students practice as well as provide breaks in the routine. Each game indexed as to type, difficulty and size of class.

- 1.4 DUNN, Lloyd M. and James O. Smith. Peabody Language Development Kits, Levels P - III. Circle Pines, Minnesota: American Guidance Service, Inc., 1965. Kit P: \$175.00; Kit I: \$65.00; Kit II: \$79.00; Kit III: \$59.00.

Lower elementary, but flexible. Kits of visual aids (everything from records to models of fruits and vegetables) designed to give children something to talk about. Kit P is for ages 3 - 5, Kit I for 4½ to 6½, Kit II for 6 - 8, Kit III for 7½ to 9½. Teachers' manual available for each kit. Kits are not for teaching reading. Originally for disadvantaged children, they are especially suitable for generating conversation and teaching vocabulary to young students of ESL. Each kit includes either records or tapes or cassettes; 7 by 9 stem cards picturing objects, colors, situations, etc.; color chips for various uses; puppets or mannikins; posters; and special items (Kit II, for example, has a walkie-talkie) which correlate with the other items in the kit and are especially intriguing to children.

- 1.4 EDUCATIONAL TEACHING AIDS. ETA General Kits. Chicago, Ill.: Educational Teaching Aids Division.

Kits containing stand-up illustrations and plastic stands; Sample titles: Seasons, Community Helpers at Work, My Home and Family, etc. Kits are about \$6.00 each, can be used to generate conversation.

- 1.4 EDUCATIONAL TEACHING AIDS. ETA Giant Everyday Pictures Set. Chicago, Ill.: Educational Teaching Aids Division. \$18.75 per complete set.

Series of poster-size pictures designed to develop observational ability and generate conversation.

Set includes picture sets entitled In the City; Places We Visit; Keeping Clean and Healthy, People We Know; and At the Farm.

- 1.4 NATIONAL TEXTBOOK COMPANY. Language Visuals.
Skokie, Ill.: National Textbook Co. \$30.00
per set.

Sixty flashcards, full color, for use in any language class - topics include time, seasons, body parts, feelings. Teachers' guide available.

- 1.4 NEW LINGUISTIC BLOCK SERIES SET IL and SET IW.
Oakland, N. J.: Scott, Foresman, 1968.
IL: \$10.98; IW: \$12.96.

Sets of blocks (IL is letters and combinations of letters, IW) is words which can be used in a variety of games with either individuals or groups, and in conjunction with any ESL materials. The sets come with instruction manuals, and co-ordinated workbooks and duplicating masters are also available.

- 1.4 DEVELOPMENTAL LEARNING MATERIALS. Shopping Lists Game, Shopping Lists Game II. Niles, Ill.:
Developmental Learning Materials. \$6.75 per game.

Each game includes picture cards, money (bills of several denominations and cardboard coins), lists of items on picture cards with prices. Designed to give children experience in handling money, and added practice in reading and alphabetizing. While designed for native speakers of English, the games are of special value in giving newcomers experience with American currency and shopping. Game I deals with the toy store, the grocery store and the candy store; Game II deals with the clothing shop, sporting goods, the pet store and the drug store.

- 1.4 WIBLE LANGUAGE INSTITUTE. Single Concept Flash Cards. Allentown, PA: Wible Language
Institute. \$29.90 per set.

310 flash cards picturing objects and activities in several categories, e.g., Animals and Insects, Clothing, Documents, Food, Furniture, Occupations, etc. Useful in adult language classes as well as for children.

Materials for Adults

2.1 A BASIC COURSES, Series

Basic courses usually take the student up through intermediate English; they teach the basic patterns, vocabulary, and pronunciation. Intensive courses are meant to be used in programs where the student is in the language classroom several hours a day; non-intensive courses are to be used in programs where the student has, say, one hour of English per day. Intensive courses can be used in non-intensive programs, and vice versa, but the time it takes to go through a book will be altered accordingly. The teacher new to ESL can trust a basic course to teach the structures of English in the proper sequence (simplest patterns first, then more complicated ones); in addition, the teachers' manuals almost always give detailed directions for classroom use, as well as explanations of grammatical points and methodology.

- 2.1A BRUDER, Mary N. MMC: Developing Communicative Competence in English as a Second Language. Pittsburgh: University Center for International Studies, University of Pittsburgh, 1974. \$7.95. Paperback.

A course in elementary and intermediate English, containing material for a fifteen-week intensive term for adult beginners. The text consists of mechanical drills, meaningful drills, and communicative drills, which together prepare the student to use the structures he has been taught, and not just listen-and-repeat in the classroom. Teachers' manual available free with book orders. Tapes to accompany text also available. Send orders to the Publications Section, UCIS, 218 Oakland Avenue, University of Pittsburgh, Pittsburgh, PA 15260.

- 2.1A ENGLISH LANGUAGE INSTITUTE, University of Michigan. An Intensive Course in English. Ann Arbor: University of Michigan Press, 1958-71. Students' books, about \$2.00 each.

Classic series of textbooks to teach adults, in

five volumes: English Pronunciation, English Sentence Structure, English Pattern Practices, Vocabulary in Context, and English Conversation Practices. Records and tapes available for all but English Conversation Practices. Books are best utilized by teachers with ESL experience, and should be used with supplementary cultural materials, as there are none in the books. Set of tests available.

- 2.1A ENGLISH LANGUAGE SERVICES. English This Way. New York: Collier Macmillan, 1963-65. Books I-VI: \$2.00 each. Books VII-XII: \$2.20 each. Paperback.

Non-intensive course for secondary students. Books I through VI are designed to cover a half-year each, and will take the student up to good intermediate control of the basic sounds and structures. Books VII through XII can be used by anyone who has had an elementary course, and concentrate on reading and writing. Two teachers manuals (one for I-VI, the other for VII-XII) are available, as are tapes, cassettes, and a recordings guide.

- 2.1A FINOCCHIARO, Mary. Learning to Use English. New York: Regents, 1966-68. Books I and II, \$1.75. Paperback.

Course in beginning and intermediate English for junior high, high school or above. Teachers' manual available. Suitable for teachers with no special training in ESL.

- 2.1A FITZGERALD, Susan. Reading Your Way To English. Rowley, Massachusetts: Newbury House Publishers, Inc., 1974. Books I and II, \$4.95 each. Paperback.

Series designed for secondary-or older studnets who have already had a beginning English course. Grammar, vocabulary, etc., presented through reading passages selected from writings of well-known authors. Books III and IV of the series will be available soon.

- 2.1A IWATAKI, Sadae, Project Director. English as a Second Language, A New Approach For the 21st Century. San Juan Capistrano, California: MODULEARN, Inc., 1973-4. Student Materials, about \$3.25 per set.

Materials produced and published originally as the Asian Project, Division of Career and Continuing Education, Adult Basic Education Program, Los Angeles Unified School District; they are designed to meet the needs of Chinese, Japanese, Korean and Filipino adults learning English in California, and as such are especially suitable for Vietnamese adults. Volumes I-III consist of 20 lessons each for beginning English, each of which includes a lessor guide for teachers, a student leaflet for reading and writing practice and home study, an evaluation lesson guide, and a student evaluation form. Volume IV contains transparency masters to accompany the materials in earlier volumes. Volume V is an intermediate text which can be used independently or in sequence with the other volumes. Volume VI is a pronunciation text geared to the problems of Chinese, Japanese, Korean and Tagalog speakers, but contains much that is directly relevant to speakers of Vietnamese. Volume VII is a teachers'guide to the language problems of Asians, again geared to speakers of the languages mentioned earlier, but relevant to Vietnamese. The entire set of eight volumes can be bought together (\$.45.00); the student materials are available separately.

- 2.1A LADO, Robert. Lado English Series. New York: Regents, 1970. Books I - VI, \$1.75 each. Paperback.

Series for teaching beginning through advanced English to secondary-or-older students. Books I - III concentrate on pattern practice, dialogues and pronunciation drills; Books IV - VI focus more on communication. Workbook for each book, for I-III, IV, V, VI, posters, tapes and cassettes available.

- 2.1A MELLGREN, LARS, and MICHAEL WALKER. New Horizons in English. Addison-Wesley. Student books, about \$2.50 each. Paperback.

New series for high school students and above, to teach elementary and intermediate English. Text is based extensively on two- and four-color drawings, which provide material for drills as well as conversation. Workbook, teachers'guide and cassette tapes are available.

for each of the six books in the series. Teachers' guides have detailed notes for the teacher inexperienced in ESL, and suggestions for experienced teachers also. There are sections in each unit of the student books which the student can do on his own, or in small groups.

- 2.1A SLAGER, Wm. R., Project Director. English For Today, 2nd Ed. New York: McGraw Hill, 1972. Books I - VI, about \$4.50 each. Paperback.

Newly-revised edition of a series which has been used extensively in secondary school programs. The six books take the student up to a full command of spoken and written English. Detailed teachers' manuals are available, as is a set of picture cue cards for Book I. Writing is introduced early, and controlled composition exercises continue throughout the books.

- 2.1A SOUTHEAST ASIAN REGIONAL ENGLISH PROJECT.
English For Vietnamese Speakers. Arlington, Va.: ERIC.

Four volumes (I:Pronunciation; II: Grammar; III: Pattern Practice; Concentrates on areas of pronunciation and grammar that are especially troublesome. For information on ordering, contact ERIC User Services, Center for Applied Linguistics, 1611 No. Kent Street, Arlington, Va. 22209.

- 2.1A WRIGHT, Audrey L., with James H. McGillivray, Ralph P. Barrett, Aristotle Katranides, W. Bryce Van Syoc, and Florence S. Van Syoc. Let's Learn English (All-English Edition), revised ed. New York: American Book Co., 1966-73. Students' books, about \$2.00 each.

Often-revised course for secondary students, including Beginning Course (Books 1 and 2), Intermediate Course (Books 3 and 4), and Advanced Course (Books 5 and 6). Books are designed to cover one semester each. The beginning and intermediate courses are available in trimester bindings (Books A - F). Teachers' guide available for each level, as are tape sets, cassettes and charts. This series is useful to the teacher with no special ESL training.

2.1B SINGLE TEXTS

The books in this section (with one exception) are for students who know some English, but who need review of basic patterns, and instruction in more advanced English.

- 2.1B DOTY, Gladys, and Janet Ross. Language and Life in the U.S.A., 3rd ed. New York: Harper and Row, 1973. Vol I: \$5.95; Vol II: \$2.95. Paperback.

Vol. I, Communicating in English, contains comprehension, grammar, pronunciation and writing exercises to help intermediate level students to understand spoken English and use English in speaking and writing. Useful appendices at end of book, also tear-out worksheets. Vol. II, Reading English, contains seventeen original readings on various aspects of American life which are excellent for newcomers; each reading is accompanied by word study, reading suggestions, and exercises. Books are rich in material, both cultural and linguistic, and can be used in a variety of programs for those who have some knowledge of English.

- 2.1B MACKEY, Ilonka Schmidt. English 1: A Basic Course for Adults. Rowley, Massachusetts: Newbury House, 1972. Students' book, \$2.75.

A basic English course for zero-level students at upper secondary and adult level. Book aim is to give learners the English they need immediately on arrival, to provide the basis for more thorough study, and to furnish review for students whose English is sketchy. Material is carefully controlled to give immediately useful structures and vocabulary. Detailed teachers' manual available. Especially suitable for adult education programs and teachers with no special training in ESL.

- 2.1B MCINTOSH, Lois, Teresita V. Ramos and Rosalina Morales Goulet. Advancing in English. New York: American Book Co, 1970. \$2.40. Paperback.

Text, specifically for the adult student in Asia,

of English on the intermediate level. The readings are about Asian cities, conferences, etc., and as such are not immediately relevant to the needs of Vietnamese in this country. The grammatical material is structured with the Asian languages in mind, however, and so is useful to speakers of Vietnamese.

- 2.1B PRANINSKAS, Jean. Rapid Review of English Grammar, 2nd ed. Englewood Cliffs, New Jersey: Prentice-Hall, 1975. \$6.95.

For individual advanced students who need and want more difficult practice material. Grammatical points are explained, then reading and writing exercises are provided for practice. While not intended to be a complete grammar, the book is useful as a reference book.

- 2.1B RUTHERFORD, Wm. E. Modern English, Vol. I, 2nd ed. New York: Harcourt Brace Jovanovich, 1975. Student's book: \$5.95. Paperback.

Designed to give college and adult students who have had some exposure to English fundamental abilities to communicate in both the spoken and written language. 15 units, including grammar, sound and spelling, word formation, reading and writing. Language use as well as language form attended to. Requires teachers well-versed in ESL, and knowledge of linguistics is helpful as well. Instructors' manual available.

2.1C WORKBOOKS

- 2.1C ALT, Ruth R. and Mary Louise Kirkland. Steps to Composition. Washington, D. C.: Georgetown University Press, 1973. \$3.95. Paperback.

A workbook for college-level and adult students to provide a variety of exercises appropriate for developing the writing skills at the precomposition level. 17 readings followed by exercises; designed for use in classes where reading skills are the primary goal or where reading is used as a basis or model for writing.

- 2.1C CROWELL, Thomas Lee, Jr. Modern English Workbook. New York: McGraw Hill, 1961. \$2.20

Workbook for high school students, contains exercises on word order, spelling, verb forms, etc.; good for students whose English is already fairly good.

- 2.1C DIXSON, Robert J. Regents Workbook I, Regents Workbook II, Regents Workbook III. New York: Regents, 1956-69. Each workbook, \$1.50. Paperback.

Workbooks (I is elementary/intermediate, II is intermediate/advanced, III is advanced) to be used as supplementary material for any ESL class. Each lesson is on a single aspect of English grammar, pronunciation, spelling or pronunciation.

- 2.1C ENGLISH LANGUAGE SERVICES, INC. English Grammar Exercises, Books 1, 2, 3. New York: Collier Macmillan, 1965. Each book, \$1.80.

Workbooks which can be used as supplements to any basic or intermediate course. Books I and II are for beginning and intermediate level, III is for advanced work. The exercises themselves are divided according to difficulty of vocabulary and structure patterns. Designed to be used with A Practical English Grammar (See Section 3), but may also be used alone.

- 2.1C ENGLISH LANGUAGE SERVICES, Inc. The Key to English Series. New York: Collier Macmillan, 1964-66. 9 books, \$1.60 each. Paperback.

Nine exercise books on specific aspects of the grammar of English: Prepositions I, Prepositions II, Two-word Verbs, Verbs, Figurative Expressions, Vocabulary, Nouns, Adjectives I, Adjectives II and Letter Writing. Each book contains grammatical explanation, examples, drills and exercises with answers. Can be used for independent study or in classrooms.

- 2.1C FINOCCHIARO, Mary and Violet Hoch Lavenda. Selections for Developing English Language Skills. New York: Regents, 1973. \$2.25. Paperback.

Workbook with reading selections and exercises

designed to improve listening, reading and writing skills. Can be used with adult students at all levels of proficiency.

- 2.1C FULLER, H. R. and F. F. Wasell. Advanced English Exercises. New York: McGraw Hill, 1961.
\$2.64.

Workbook for high school students in advanced English; contains grammar, vocabulary and composition exercises.

- 2.1C HALL, Eugene J. Building English Sentences. New York: Regents, 1969. Each book, \$1.25.

Series of workbooks on English sentence structure for the intermediate to advanced high school-or-older student. Ten books: on Be, one-verb and two-verb sentences (i.e., compound verb phrases, compound sentences, noun clauses, adjective clauses and conditionals), verbals, adverbs, alternative ways of expressing sentences, complex sentences, adjectives, auxiliary verbs, and verb and verb phrases.

2.2 READING, COMPOSITION AND VOCABULARY

2.2A READERS

Readers for ESL students nearly always contain selections which are controlled for structure, i.e. the sentences in the selections are kept simpler than they are in ordinary English, and for vocabulary, i.e. the words which occur in the selections are chosen from previously-determined lists of the most commonly-used words in English. To control structure and vocabulary, authors or editors either rewrite the material (in which case it is described as simplified, adapted or abridged), or choose carefully selections from ordinary English which are naturally simpler than others. (Ernest Hemingway's style, for example, is naturally simpler - and therefore easier for ESL students - than is, say, Charles Dickens'.) Readers are available for every level, and have great psychological value for adult students. Readers are also valuable for teaching vocabulary in a non-tedious way,

and for teaching cultural information; hence the concern, in most readers, for vocabulary exercises, and choice of selections which are culturally relevant as well as linguistically useful.

- 2.2A ALLEN, Dan and Richard Hall, eds. New Lives in the New World. Collier Macmillan International, 1975. \$1.60. Paperback.

For intermediate and advanced students on the secondary level or above. Brand-new, original stories by non-native speakers of English, recounting their experiences in the United States. Vocabulary controlled to 4,000 words.

- 2.2A ALLEN, Virginia F., general editor. Falcon Books. New York: Noble, 1968-72. \$.75 per book.

Eighteen 'best-sellers' abridged and simplified for American secondary students who are problem readers; they should also be useful for Vietnamese students. Each book is accompanied by a teachers' manual. Sample titles: Karen, A Tree Grows in Brooklyn, Fail-Safe, Anne Frank: The Diary of a Young Girl, West Side Story, Dracula, etc.

- 2.2A BAUMWELL, Dennis and R. L. Saitz. Advanced Reading and Writing. New York: Holt Rinehart, 1965. \$6.95.

Thirteen selections with co-ordinated exercises on grammar, vocabulary and composition, designed to expose students to varying styles of written English that they will encounter in college. Sample titles of articles: Queer Sounds, Strange Grammars, and Unexpected Meanings (a discussion of languages and their differences by Eugene A. Nida, widely known and respected translator and linguist), The Myth of American Uniformity, The Ambitious American, The Family in India, Processess of Culture Change (by the anthropologist Ralph Linton). Content of the articles is especially useful for newcomers dealing with new languages and customs.

- 2.2A BIGELOW, Gordon E. and David P. Harris. The

United States of America: Readings in English as a Second Language. New York: Holt Rinehart, Winston, 1965. \$5.95.

A collection of advanced readings with sophisticated structure and cultural concepts. The student who has worked through the text with a teacher is usually well-equipped to cope with high-school textbooks.

- 2.2A BINNER, Vinal O. International Folktales, Books I and II. New York: Thomas Y. Crowell, 1967. \$2.95 per book.

Structured reader designed to follow American Folktales I and II, although it can be used by any intermediate student.

- 2.2A BINNER, Vinal O. American Folktales, Books I and II. New York: Thomas Y. Crowell, 1966. \$2.95 per book.

Structured readers with grammatical exercises and graded vocabulary. Book I assumes a vocabulary of 1,000 words, and introduces 300 new words; Book II introduces 400 new words and 225 idioms. Selections have high student appeal, and can be used with beginning classes.

- 2.2A BODMAN, Jean, and Michael Lanzano. No Hot Water Tonight. New York: Collier Macmillan International. \$3.95. Paperback.

High school or older. Reader to accompany any beginning text, with structure carefully controlled. Vocabulary is more extensive than in most beginning readers; the authors feel that words necessary for survival in cities ought to be taught whether they are on basic word lists or not. The reading material follows the experiences of a group of people living in a tenement in a big city. Comprehension, structure and vocabulary exercises accompany each lesson. Especially useful for the teacher with no special ESL experience, and can be used by students independently of the teacher. Subject matter includes crucial cultural material like explanations of retail installment credit agreements, schedules, etc.

- 2.2A CAMPBELL, Russell N. and Maryruth Bracy. Letters from Roger: Exercises in Communication. Englewood Cliffs, N.J.: Prentice-Hall, 1972. \$4.25.

A combination reader/composition book in the form of letters from an American university student to a foreign student with minimum English. Selections are full of relevant, useful cultural information, e.g., how to write a term paper, with a sample term paper included. Useful for high school students as well as college.

- 2.2A CROFT, Kenneth, and Edith Fries Croft, eds. Graded Readers for Students of English as a Second Language. English Language Services, 1973. \$1.35 per book.

A series of books for intermediate and advanced students: ten simplified American classics encompassing a variety of subjects, styles and authors. Vocabulary ranges from the 2000 to 4000 word level. Sample authors: Crane, London, Poe, Twain, etc.

- 2.2A CROFT, Kenneth. Reading and Word Study. Englewood Cliffs, N. J.: Prentice-Hall, 1960. \$5.25. Paperback.

Ten stories, adapted from minor American classics, for the junior-or senior-high school ESL student. Sample titles: "The White Heron", "The Open Boat", "Rip Van Winkle", etc. Each story is followed by multiple-choice comprehension exercises. The second part of the book contains material which co-ordinate with the readings. Vocabulary level starts at 2000 words and increases to 4000 words.

- 2.2A CROWELL, Thomas Lee, Jr. Modern English Essays. McGraw Hill, 1964. \$2.60, Paperback.

Advanced reader containing 40 light essays on a variety of topics, with essays for oral practice and comprehension.

- 2.2A DALE, Jean N. and Willard D. Sheeler. Reading and Exercise Series. Portland, Oregon: English Language Services, 1974. About \$1.50 each.

A series of six graded readers containing a variety of original and adapted stories for students of ESL. The stories are prepared for students working at the elementary and intermediate level, and are thematically of interest to young adults and adults. Tapes available for the series present a variety of native American speakers, both male and female. Sample titles: "The Monkey's Paw", "The Angry Sea" and "The Winds of Virtue".

- 2.2A GRINDELL, Robert, Leonard Marelli and Harvey Nadler. American Readings. New York: McGraw Hill, 1964. \$2.80. Paperback.

Contains fifteen short selections by distinguished American authors, followed by exercises for written and oral practice. Designed to increase the vocabulary of advanced students.

- 2.2A HIRASAWA, Louise and Linda Markstein. Developing Reading Skills: Advanced. Rowley, Mass.: Newbury House, 1974. \$4.95. Paperback.

College or advanced level. Designed to develop reading skills and general vocabulary as a preparatory step toward reading and understanding college texts. Attention to reading technique and reading speed. Graded articles, covering wide range of subject matter, mainly from newspaper and magazine genre. Exercises utilize vocabulary and structures previously introduced. 50 lessons best presented in given order. Sample units: "Auto Called No. 1 Health Enemy", "Opinion: Margaret Mead on Youth", "We Japanese", etc. Three review examinations. Photos, maps, diagrams, drawings.

- 2.2A KENAN, Lucille Rollet. Modern American Profiles. New York: Harcourt Brace Jovanovich, 1975. \$3.95. Paperback.

For college-level or adults. Ten fairly lengthy readings on modern Americans like Marilyn Monroe, Martin Luther King, Malcolm X, Leonard Bernstein, etc. Difficult words glossed in margins. Style of writing is newspaper-like. For developmental reading at the advanced level.

- 2.2A KURILECZ, Margaret. Man and His World: A Structured Reader. New York: Thomas Y. Crowell, 1969. \$2.50. Paperback.

For junior and senior high school students. Aims to create a sense of dignity, respect and unity of mankind. It presents a long broad view of man in his gradual progress from his beginning to some of his individual materialistic and humanistic achievements in the 20th Century. Sample chapters: "The Races of Man", "Man and His Language", "Leonardo da Vinci", etc. Assumes a 3000 word vocabulary. Word study, structure pattern and writing and pronunciation exercises included.

- 2.2A MCGILLIVRAY, James H. and Echols, James R. People at Work. New York: American Book Co., 1961. \$1.60 Paperback.

For junior and senior high school, and also for adults in beginning courses. Readings which introduce a variety of occupations and activities and provide an overview of basic American industries and economic institutions. Each lesson is presented in two forms, narrative and play. Vocabulary load is 600 words. Drills and exercises follow each lesson.

- 2.2A MCGILLIVRAY, James H. and Echols, James R. Let's Take a Trip. New York: American Book Company, 1962. \$1.60. Paperback.

For junior and senior high, and also for adults in beginning classes. Beginning reader relates the experiences of four foreign students who take a trip around the United States with an American family on vacation. 900 word vocabulary. Both Let's Take a Trip and People at Work are excellent for beginning adult ESL students who want to read something right away.

- 2.2A PIMSLEUR, Paul and Donald Berger. Encounters: A Basic Reader. New York: Harcourt Brace Jovanovich, 1974. \$4.50. Paperback.

Collection of simplified newspaper articles originally designed for disadvantaged students, but useful for students of ESL. Effective on junior and

senior high school levels, can also be used in adult education classes. Basic vocabulary of 1400 words, lots of photographs. Exercises in vocabulary and structure accompany each article.

- 2.2A RANK, Hugh. The USA: A Commentary. New York: American Book Company, 1972. \$1.72. Paperback.

For advanced students, college level or adult. Twelve short essays on a variety of contemporary topics, written for an audience not familiar with the history or customs of the United States. Exercises on vocabulary and structure accompany each essay. Sample essays: "The Poor and the Middle Class", "Television", "The Land", etc. The author originally wrote these essays while he was a Fulbright lecturer abroad.

- 2.2A READER'S DIGEST SERVICES. Reading Skill Builders. Pleasantville, N. Y.: Reader's Digest Services, 1959. Variable prices.

An extensive series of reading books beginning with very short and simple selections and progressing to longer readings on about the sixth-grade level. A variety of high-interest material. Exercises follow each selection. The readers are widely available, and have been used in ESL programs at all levels. Some of the readers contain highly idiomatic English, which can be problematic for the ESL student.

- 2.2A SAITZ, Robert L. and Francine Steiglitz, eds. Ideas in English: Readings in English as a Second Language. Cambridge, Mass.: Winthrop Publishers, 1974. \$4.25. Paperback.

17 unsimplified selections, from a wide range of 20th Century English-speaking authors chosen for their high interest and low reading difficulty. Appendix contains review of vocabulary and content of selections. Difficult words and idioms are glossed. For the advanced high-school or college student.

- 2.2A SAITZ, Robert L. and Donna Carr. Selected Readings in English for Students of English as a Second Language. New York: Winthrop Publishers, Inc., 1972. \$4.25. Paperback.

A reader of unsimplified essays and short stories for intermediate to advanced ESL students in high school or older. Accompanying exercises on vocabulary, comprehension and writing. Can be used by teachers with no special ESL training. Selections seem to generate interest and conversation, and present a variety of styles.

- 2.2A DIXSON, Robert J. American Classics: Simplified and Adapted - New Edition. Regents, 1967.
\$1.25 per book.

A series of ten graded books, simplified American literary masterpieces. Book I has a 750-word vocabulary, Book X has about 2600. Titles: The House of Seven Gables; Moby Dick; Murders in the Rue Morgue and The Gold Bug; The Pathfinder; The Outcasts of Poker Flat; The Luck of the Roaring Camp and Other Stories; The Hoosier Schoolmaster; The Portrait of a Lady; The Rise of Silas Lapham; Huckleberry Finn; and The Red Badge of Courage. Each book contains exercises on vocabulary and structure, original illustrations, and discussion suggestions. Tapes and cassettes are available for each book.

- 2.2A ENGLISH LANGUAGE SERVICES, INC. Collier Macmillan English Readers. New York: Collier Macmillan.
\$1.40 or \$1.60 per book.

Series of readers, designed to accompany the English 900 series but usable with any basic course. Titles with less than 1000 words: The People Speak; The Love Letter; The Silver Elephant; Cowboys in Alaska; The Island of Truth; Scenes of America. Titles with 2000 word vocabularies: Stories to Surprise You; The Story of My Life (Helen Keller); Buffalo Bill; The Mitchell Family. 3000 word vocabulary: Twelve Famous Americans; The Virginian; The Vanishing Lady and Other Stories; The Black Tulip; The Presidency in Conflict; Fact or Fiction; The Russells of Hollytree Circle; Four Short Mysteries; Three Detective Stories. 4000 word vocabulary: Murder Now and Then; A Magazine Reader.

2.2B COMPOSITION

ESL composition texts, like native-speaker composi-

tion texts, teach organization and written expression of ideas; in addition, however, they must be concerned with teaching the more complicated grammatical structures which occur in written English, but tend not to appear in spoken English. (This last sentence, with its compound noun phrases, conjoined sentences and compound relative clauses, is a good example!)

- 2.2B BANDER, Robert G. American English Rhetoric. New York: Holt Rinehart and Winston, 1971. \$5.00. Paperback.

Composition text for advanced adult and college students, to prepare them for college work. 15 chapters, each including writing discussion, grammar discussion, pronunciation discussion and exercises. Cassette tapes, instructors' manual available.

- 2.2B FRIEND, Jewell A. Writing English as A Second Language. Glenview, Ill.; Scott Foresman, 1971. \$2.65.

Composition text for beginning ESL students in high school or college. Detailed, step-by-step instruction in paragraph organization, with model paragraphs, comments on their organization, and exercises. The examples and exercises of each unit are keyed to particular grammatical patterns. Not for self-instruction.

- 2.2B JARAMILLO, Barbara L. Conventions in the Mechanics of Writing: A Language Laboratory Manual for Foreign Students. Pittsburgh: English Language Institute, University of Pittsburgh, 1971. \$3.50.

30 lessons in punctuation and the mechanics of writing, for the beginning or intermediate student. Student listens to a taped lesson, then does a taped exercise. Tapes and cassettes necessary and available, cost about \$50.00 per set.

- 2.2B KUNZ, Linda and Robert Viscount. Write Me A Ream. New York: Columbia University Teachers' College Press, 1973. \$1.50.

A series of one-page models for guided composition for college or adult students on the intermediate level. Students make minimal, but basic, grammatical and stylistic changes in the format of each model composition. Designed for students who can write basic English sentences, but who need additional training in expanding sentences, in paragraph form and to some extent in style. Teachers' guide available.

- 2.2B LAWRENCE, Mary S. Writing As A Thinking Process.
Ann Arbor: University of Michigan Press, 1972.
\$3.95.

College and adult. A composition text for intermediate and advanced students which focusses on organization and presentation of ideas rather than grammar and mechanics. Exercises are designed to give students extensive practice in conjoining and subjoining sentences. The book cannot be used independently by the student, but is highly effective.

- 2.2B MATTHEWS, Patricia E. and Sabahat Tura. Practice, Plan and Write, Books I and II. New York: American Book Co., 1973. \$2.10 per book.

Two separate volumes intended to form a complete course in writing for ESL students at the low-intermediate level in high school, college or adult education programs. Model paragraphs are used for imitation, grammatical explanations in block form. Exercises provide supplementary oral and/or written practice. Some attention to punctuation, simple rhetoric. Teachers' guide and key available.

- 2.2B PAULSTON, Christina and Gerald Dykstra. Controlled Composition in English as a Second Language.
New York: Regents, 1973. \$1.95.

English composition is taught through a series of structured exercises which are appropriate for the advanced intermediate to advanced ESL student on the high school level or above. Model paragraphs are unabridged original English. Appendix contains list of rules used in the text. Designed to prepare students for college writing.

- 2.2B ROBINSON, Lois. Guided Writing and Free Writing, 2nd ed. New York: Harper and Row, 1975. \$4.95. Paperback.

Textbook for upper secondary and above students on the intermediate level. Supplies a transition from spoken language to written language. Excellent oral-to-written exercises. Each of the twelve sections of the book concentrates on a particular point of grammar, while dealing with the establishment of concepts of paragraph content and format. Especially suitable for intermediate students.

- 2.2B WISHON, George E. and Julia M. Burks. Let's Write English, Books I and II. New York: American Book Co., 1968. \$3.40 for both books.

For advanced students in high school and above. Book I is a review of basic sentence patterns and practice in combining them. Book II carries on from there, guiding the student from paragraph development into writing major prose forms. Book II also provides instruction in summary, precis, business letters, research papers, and newspaper writing. Note-taking, outlining, organizing a paper, and library use are also covered. Appendix contains useful grammatical information like lists of irregular verbs. The books are grammatically oriented, and have lots of exercises.

2.2C VOCABULARY TEXTS

The items in this section are books which concentrate especially on vocabulary. Vocabulary is, of course, taught along with sentence structure in any book, and is part of the lessons in any reader, but sometimes there is a need for special concentration, especially on idioms. Idioms, for language-teaching purposes, are defined as groups of words the meanings of which are not the sum of the meaning of the individual words. Examples are get up, get on with, get off, get over, get by; the meanings of these phrases can't be arrived at by looking up, say, get in the dictionary, then looking up up. Idioms are especially difficult for the ESL student because they very often don't appear in dictionaries or are hard to find.

- 2.2C WIENER, Solomon. A Handy Book of Commonly Used American Idioms. New York: Regents, 1958. \$.85.

Pocket reference book of about 1200 idioms defined and illustrated in sentences for all students of English.

- 2.2C DIXSON, Robert J. Essential Idioms in English. New York: Regents, 1971. \$1.75.

Pocket reference book of about 600 frequently-used idioms, with definitions, sentences uses, and exercises divided into elementary, intermediate and advanced levels.

- 2.2C WHITFORD, Harold C. and Robert J. Dixon. Handbook of American Idioms and Idiomatic Usage, Rev. Ed. New York: Regents, 1973. \$2.95.

Presents over 5000 of the most commonly used idioms through examples; includes exercises for practice. For intermediate through advanced students in high school or older.

- 2.2C BARNARD, Helen. Advanced English Vocabulary. Rowley, Mass: Newbury House, 1971. About \$4.50 per book.

Series of seven workbooks (books 4A and 4B will be published soon) which teach the second and third thousand most common non-technical English words used in lectures, seminars, textbooks, newspapers, journals, radio and television. Each workbook contains the vocabulary to be learned and a vocabulary-completion test (which the student can correct himself). Each new word is introduced in context and is repeated a minimum of ten times throughout the workbooks. Series assumes a knowledge of the first thousand words, so is suitable for intermediate students. Can be used in programs for students of all ages.

- 2.2C MCCALLUM, George P. Idiom Drills: For Students of English as a Second Language. New York: Crowell, 1970. \$2.50.

For intermediate students in high school and above. Contains a series of exercises (six units, five lessons in each unit) designed to teach 180 useful everyday idioms. At the end of each unit is a reading incorporating the idioms taught in the unit. The idioms are taught through dialogues, substitution drills and homework.

2.3 AUDIO-VISUAL AIDS, Supplementary Material.

This section includes tape courses (to be used by themselves), supplementary tape and/or record materials, and supplementary material in general, whether audio-visual aids, or books on aspects of ESL not covered in ordinary materials.

2.3 ENGLISH FACE-TO-FACE, The Baker & Taylor Co.

Two films in which a dialogue is enacted: the first is a lesson, and the second is a drill where the students take the place of the speakers in the film. Suitable for grades 7-12. American Film Productions. #LACE - Set: 2 super 8 color films - \$74.50; #LAC-7: 1 super 8 color film, 4 min., replacement - \$39.50; #LAC-8: 1 super 8 color film, 3 min., replacement - \$27.50.

2.3 ENGLISH LANGUAGE SERVICES, Audio-Lingual English. New York: Collier Macmillan International, 1967.

A beginning through intermediate ESL course consisting of 230 tapes, six workbooks and teachers' manual. Designed for student self-help, with minimal assistance from teacher in pronunciation correction. Workbooks are about \$4.00 each; tapes to go with each workbook are about \$225.00 per set. Workbook I deals with pronunciation; II, with basic structure; III, IV and V with more structures and vocabulary; VI, with communication skills.

2.3 GOLTRY, M. Forms in Your Future. New York: Learning Trends, 1973. \$2.40.

A book of 24 forms encountered in daily life, such as applications for social security numbers, ap-

plications for jobs in factories and in offices, applications for checking and savings accounts in banks, insurance forms, applications for drivers' licenses and marriage licenses, federal income tax forms, magazine mail order forms, and voter registration forms. Vocabulary exercises are included.

- 2.3 Hard to Learn That English as a Second Language Blues. Collier Macmillan International, Inc.

This is a stereo album of ten songs - from Rock & Roll to Calypso - each developing around a specific grammatical point for advanced-beginner and intermediate level students. The words to all the songs, as well as suggestions for classroom use, are included on an accompanying songsheet. #98275 - \$6.95 (Also available on cassette, #95280).

- 2.3 HAUPTMAN, Philip, and John Upshur. Fun With English. New York: Collier Macmillan International, 1973. \$1.75. Paperback.

Mixed bag of crossword puzzles, anagrams, word games and 'mystery' stories for age ten and above, designed to provide supplemental practice in English for intermediate students.

- 2.3 MATUS, Sue. Count and Mass Nouns. Santa Monica, CA: Pyramid Films. \$100.00.

This unit of 14 silent filmstrips defines count and mass nouns, explains related grammatical aspects thereof, e.g., the use of a and an, much, and many, etc. Each strip includes a 10-item quiz, and a Review Test for the entire unit on a separate film-strip is included. Useful for self-instruction.

- 2.3 STIEGLITZ, Francine, P.A.L. (Progressive Audio-Lingual Drills in English). Educational Resources Corp., Regents Publishing Co., Inc.

A grammar practice supplement suitable for basic course in ESL. It consists of 60 units recorded on tape and a manual. Each unit focuses on a single grammatical structure and drills it in a series of graded audio-lingual

exercise. Available in sets of 12 units or as a complete program of 60 units. Tapes and Manual. Single copy of manual, #17754 \$2.50; Single set of twelve units (three seven-inch reels) \$22.99; Complete program of sixty units (fifteen seven-inch reels) with manual \$110.00; or twenty-four C-60 cassettes \$90.00. Sample available upon request.

- 2.3 TURNER, Richard H. When People Talk on the Telephone. New York: Teachers' College, Columbia University Press, 1964. \$1.00 per book.

Two volumes, workbooks and a teachers' manual, teaching telephone use, etiquette, services and jargon.

- 2.3 WORD PICTURE PROGRAMS, THREE SETS., Bell & Howell

Each of these programs associates the illustration of a known object or situation with the word or phrase describing it. Card recordings. Nouns and Everyday Things (Set I) - \$39.00; Verbs and Action Words (Set II) - \$39.00, Basic Concepts (Set III) - \$39.00.

- 2.3 WTOP, Washington, D. C. Time for English, Great Plains National Instructional Television Library.

Each of the thirty, 30-minute lessons in this series contains a controlled dialogue in which the basic grammatical and lexical information for that lesson is presented in a basic situation context such as: meeting people, riding the bus, applying for a job, renting an apartment, buying groceries, using the telephone, seeking help from the police, going to the doctor. Then follow pattern practices with accompanying charts, pictures, and written symbols, and pronunciation drills. Major emphasis is placed on speaking English. The student is urged to fill in the exercise book along with the TV teacher. When the series is completed, the student has the exercise book as a study aid. Video Tape in color or black-and-white for each 30-minute lesson, Cassette and Exercise Book. 7-day use period per lesson (leasing): \$75.00; 10-month lease: \$131.65. To buy for closed-circuit, cable or class use: \$180.00 plus cost of cassette (\$22.50 from GPNITE)

2.3 BUILDING BASIC ENGLISH, SET A, Bell & Howell.

Contains the complete 200 card Nouns and Everyday Things card set from the Word Picture Program, plus a usage manual, a variety of blank cards, and a program organizer file. Good for higher elementary education students. Card Recordings & Manual "Language Maser Systems". Building Basic English Set A, Part No. 1010A - \$49.00.

2.3 CONVERSA-PHONE INSTITUTE, Intermediate English,
The Baker and Taylor Co.

Designed for those who have a basic knowledge of English. Combines conversation, stories, historical facts, and quizzes, and the use of the verb in English. Suitable for grades 7 though adults. Records & Manual. Three records and 2 Manuals - \$11.95.

2.3 WIBLE LANGUAGE INSTITUTE, Conversation Pictures.

Each of the 50 visuals is designed to teach a specific language element or skill. No words appear on the pictures. Each tape, accompanying the pictures, includes descriptive pattern sentences, questions to be answered by the students, extended sentences, vocabulary exercises, pattern drills, and tests. Examples of titles include Greetings, Colors, In the Country, Shopping, Position of Body. 50 S (Set of 50 Transparencies/3 Teachers' Guides) - \$99.50. 50 TE (Set of 50 English Tapes or Cassettes/English Text as a Second Language) - \$295.00 (or \$79.50 for each group of 10 tapes or cassettes).

2.3 YORKEY, Richard C. Study Skills: For Students of English as a Second Language. New York: McGraw Hill, 1970. \$3.50.

Text for the intermediate or advanced ESL student which teaches him the mechanics of studying in U.S. high schools or colleges. Includes chapters on using libraries, taking exams, etc. Exercises giving practice in study-skills discussed. Valuable to the foreign student new to the U.S. educational system.

2.4 AURAL COMPREHENSION - Pronunciation

ESL students will have pronunciation problems which correlate with the differences between the sound system of their native language and the sound system of English. General pronunciation texts deal with the sum total of problems, and the English teacher either deals with them all, or chooses from the material those aspects which his students are having trouble with. Material written specifically for Vietnamese, on the other hand, presents, or gives special focus to, just those areas where Vietnamese differs from English. Using Vietnamese-based materials might save the teacher time, but pronunciation problems are easy to spot, and with very little practice the teacher can adapt a general text to specific problems if necessary.

- 2.4 BLACK, Colin. A Handbook of Free Conversation. New York: Oxford University Press, 1970. \$.70. Paperback.

A guide to planning and conducting free conversation. Seventeen subjects of conversations, suitable for adults, introduced by paragraphs, lists of vocabulary likely to be useful, and questions to generate discussion.

- 2.4 BOWEN, J. Donald. Patterns of English Pronunciation. Rowley, Mass.: Newbury House, 1975. \$.95.

Brand-new; available September 15th. For any level students, a graded presentation of the sounds of English, first individually, then in combinations. Lots of exercises, usable transcription system.

- 2.4 DOBSON, Julia M. and Frank Sedwick. Conversation in English: Points of Departure. New York: American Book Co., 1975. \$3.00.. Paperback.

Designed for conversation as well as oral or written composition on the high elementary, intermediate or advanced level. Fifty scenes, with artists' renderings, are grouped arbitrarily and cut across many social strata, covering as many everyday situations as possible. Included in each unit are a drawing, topically related

vocabulary list, questions on the drawing, points of departure for drawing students' own ideas out, and a list of topics for composition. The units may be studied in any order, thus offering maximum flexibility for various classroom situations.

- 2.4 ENGLISH LANGUAGE SERVICES, INC. Drills and Exercises in English Pronunciation. New York: Collier Macmillan, 1971. \$3.60 per book.

Ungraded texts, to be used independently or together, at any level of proficiency. Book I: Consonants and Vowels; Book II: Stress and Intonation I; Book III: Stress and Intonation II. Introductions to each book include suggestions for teachers. Tapes available.

- 2.4 FINNOCHIARO, Mary. Let's Talk: A Book of Conversations. New York: Regents, 1970. \$1.75.

For intermediate secondary students. A book of short conversations, which can be used to supplement any basic or intermediate course.

- 2.4 HALL, Eugene J. Practical Conversation in English. New York: Regents, 1965. \$1.75 per book.

Graded series of conversation books for beginning (Book I), intermediate (Book II) and advanced (Book III) students. Tapes and/or cassettes available. Models for conversations in a variety of situations, with brief structural information, pronunciation helps, etc.

- 2.4 MORLEY, Joan. Improving Aural Comprehension. Ann Arbor: University of Michigan Press, 1972. \$4.95. Paperback.

A directed program of purposeful listening to improve aural comprehension. Teachers' book of readings, tapes available. Can be used as a textbook for aural comprehension and pronunciation classes, or as a supplementary text.

- 2.4 NILSEN, Don and Allen Pace Nilsen. Pronunciation Contrasts in English. New York: Regents, 1971. \$2.25. Paperback.

For all levels. Presents pronunciation exercises by problem, dealing with particular problems (like lack of /b/ - /v/ contrast) ESL students are likely to have. For each problem there are minimal pairs, minimal contrast sentences, and pronunciation exercises. Each lesson has a list of problem-area language backgrounds. Useful to teachers of Vietnamese students in that problems common to, and particular to, Vietnamese speakers can be dealt with specifically. Useful to the teacher with no special background in phonetics, as there is a glossary of special terminology, charts which show the position of the lips, tongue, etc., and sound locator charts.

- 2.4 PRATOR, Clifford H., Jr. and Betty Wallace Robinett. Manual of American English Pronunciation, Rev. Ed. New York: Holt Rhinehart and Winston, 1972. \$6.50.

A manual for advanced students, built around a frequency count of UCLA foreign student errors. Purpose of the manual is to make the student's speech as intelligible as possible.

- 2.4 VIETNAMESE-AMERICAN ASSOCIATION. Supplementary Pronunciation Drills for English For Today. Arlington, VA: ERIC.

Drills especially designed to cover problems of Vietnamese speakers. Can be used with any text, on any level. For information on ordering, contact ERIC User Services, Center for Applied Linguistics, 1611 Kent Street, Arlington, VA 22209.

Dictionaries and Reference Materials

3.1 DICTIONARIES

It is best for the ESL student to get away from bilingual dictionaries (those which list the words in one language, and define them in the other language) as soon as possible. First, a bilingual dictionary by its nature cannot give enough information

about the various meanings of a word to be useful and efficient; the student who wants to find the Vietnamese equivalent of ruler, for example, will discover two Vietnamese words - one meaning "measuring stick", the other meaning "king", and he will have to guess which one is appropriate.

Native language dictionaries, on the other hand, are extremely difficult for the ESL student to use. English-English dictionaries which are specially written for ESL students are the student's best bet, as they are carefully engineered to give him the information he needs, in understandable form.

- 3.1 THE AMERICAN HERITAGE DICTIONARY OF THE ENGLISH LANGUAGE. Hopewell, N.J.: Houghton, 1969. \$8.95. Hardback.

155,000 entries; 4,000 illustrations and over 200 maps.

- 3.1 THE AMERICAN HERITAGE DICTIONARY OF THE ENGLISH LANGUAGE. New York: Dell, 1970. \$.95 Paperback Edition.

55,000 entries; over 400 illustrations and spot maps.

- 3.1 _____ . English-Vietnamese Dictionary Romanized. New York: P. Shalom Publishing Co, Inc., 1970. Hardback. \$10.50

- 3.1 HORNBY, A. S. Oxford Advanced Learner's Dictionary of Current English, New Edition. New York: Oxford University Press, 1974. \$8.95. Hardback.

Universally used and respected dictionary for ESL students. 50,000 headwords and derivatives, 11,000 idioms, 50,000 illustrative phrases and sentences. Every aspect of the dictionary is carefully designed to meet the needs of the ESL student. A lengthy introduction which explains how to use the dictionary; an extremely practical, useful guide to pronunciation; appendices of such aspects of English as irregular verbs, affixes,

and geographical names; and attention throughout to providing contextual information all combine with other features to make the dictionary the most useful work available to the student.

- 3.1 LE BA KHANH and Le Ba Kong. Standard Vietnamese and English Dictionary. New York: Frederick Ungar Publishing Co., 1955. \$14.00.

One of the few English - Vietnamese dictionaries commercially available in the U.S. Can be found in most large libraries. Very little explanation of contexts of words is given.

- 3.1 NGUYEN DINH HOA. Vietnamese - English Dictionary. Rutland, VT: C. E. Tuttle, 1966. \$7.15.

A simple and concise dictionary for student use. One-way only, does not have definitions from English to Vietnamese.

- 3.1 SHAW, John Robert, and Janet Shaw. The Horizon Ladder Dictionary of the English Language. 2nd ed. New York: New American Library, 1970. \$.95.

Intended for adult readers of ESL. English-English. Special sections on English grammar, place names, and common abbreviations. Illustrative sentences clarify definitions. Entries include the 5,000 most frequently-occurring English words.

3.2 REFERENCE MATERIALS

The handbooks and reference grammars listed below are generally not to be taught from, although some have exercises and associated workbooks. They are intended, instead, purely for reference. They are generally of such high quality that they are useful for teachers, as well.

- 3.2 CROWELL, Thomas Lee, Jr. Index to Modern English. New York: McGraw Hill, 1964. \$5.50. Paperback.

Description of many problems involving spelling, pronunciation, writing, punctuation, syntax and usage.

Descriptive rather than prescriptive; may be used by advanced students.

- 3.2 ENGLISH LANGUAGE SERVICES, INC. A Practical English Grammar. New York: Collier Macmillan, 1968. \$2.25. Paperback.

Detailed grammar of English designed for intermediate and advanced students to use for reference. Contains short exercises with a key. English Language Service's English Grammar Exercises go with this grammar.

- 3.2 FRANK, Marcella. Modern English: A Practical Reference Guide. Englewood Cliffs, N. J.: Prentice-Hall, 1972. Part I (Parts of Speech) \$4.95; Part II (Sentences and Complex Structures) \$4.25. Paperback.

Comprehensive reference grammar, for advanced students. A two-part workbook by Marcella Frank, Modern English: Exercises for Non-native Speakers (Englewood Cliffs, N. J.: Prentice-Hall, 1972) with teachers' manual is available; the workbook has chapters correlating with the reference guide.

- 3.2 HALL, Eugene J. Grammar for Use. Silver Spring, Md: Vol. I: \$6.95; Vol. II: \$4.95. Paperback.

Reference grammar for ESL students, which focuses on the syntactic and semantic fine points of English usage as well as on the development of a sophisticated writing style. Unsuitable as a teaching grammar. For advanced students.

- 3.2 HORNBY, A. S. A Guide to Patterns and Usage in English. New York: Oxford University Press, 1975. \$1.75. Paperback.

Second edition of a reference grammar closely connected with the author's Advanced Learner's Dictionary. Attention has been paid to stylistic differences in English speech and writing.

- 3.2 QUIRK, Randolph, and Sydney Greenbaum. A Concise

Grammar of Contemporary English. New York:
Harcourt Brace Jovanovich. \$9.95. Paperback.

College/Adult. A good, sound, traditional reference grammar not specifically written for ESL students. Unsuitable for teaching. Exercise manual written to accompany this grammar is Exercises in Contemporary English by John Algeo (New York: Harcourt Brace Jovanovich, 1974) (\$4.95).

- 3.2 THOMSON, A. J. and A. V. Martinet. A Practical English Grammar. New York: Oxford University Press, 1969. \$1.60. Paperback.

Vocational English

Vocational English (the British call it ESP, English for Special Purposes!) textbooks teach the vocabulary and structures used in particular fields, like medicine, engineering, law, etc. The Vietnamese doctor, engineer or lawyer will find them specially useful, as they supply him with the English he needs for discussing fields he already knows about. The advanced texts are frightening to the language teacher, but the student already trained in the subject will feel quite at home.

4. ALLEN, J. P. B., and H. G. Widdowson, eds.
English in Focus Series. Includes Allen, J.P.B. and Widdowson, H.G., English in Physical Science, 1974; Glendinning, Eric H., English in Mechanical Engineering, 1974; Mountford, Alan, English in Workshop Practice, 1975; and Maclean, Joan, English in Basic Medical Science, 1975. London: Oxford University Press. Students' Books, \$3.50 each. Paperback.

Series, for college-level and adult students, designed to help students develop techniques of reading and writing in specific fields. A fairly thorough mastery of English is assumed; even so, the material presented cannot be mastered independently by the student. Rich in vocabulary, diagrams, tables. Teachers' editions available.

4. BEESLEY, Alan R. English for Your Business Career Series. New York: Collier Macmillan International, 1971. Students' books, \$3.80 each.

Designed for young adults who require a practical knowledge of spoken and written English within a framework of business vocabulary. Starts from the beginner level. New words appear in margins; tests included in texts. British-prepared, but international in scope. The series consists of four textbooks, four sets of tape recordings, and four graded readers. Each textbook is also available in a teachers' annotated edition.

4. COLLIER MACMILLAN. Collier MacMillan Special Series. New York: Collier MacMillan, 1974. \$2.75 per book.

A series devoted to teaching the technical English vocabulary associated with specialized professions and vocations. These texts are intended for people who already have a basic knowledge of structures, and a basic working vocabulary of English. The presentations are based on situations that people engaged in professions and vocations encounter in their daily work. For each book, pre-recorded tapes are available. Titles in series: Agriculture I (Soils), Agriculture II (Field Crops), Agriculture III (Horticulture and Livestock); Aviation I (General), Aviation II (Radiotelephony), Aviation Mechanics; Banking; Engineering I (Civil and Mechanical), Engineering II (Electrical), Hotel Personnel I (Office managers, clerks, cashiers, telephone operators), Hotel Personnel II (Bar and Restaurant Employees); International Trade; Journalism I, Journalism II; Medicine I and Medicine II, Medicine III; Tourism I (Chapters, Tours and the Package Deal), Tourism II (The Tourism Industry, The Special Tour, The Role of the Professional Travel Agent).

4. ECKERSLEY, C. E. and W. Kaufmann. English and American Business Letters. New York: Longman Inc., 1974. \$2.50.

Mechanics of business-letter-writing, with exercises and an appendix stressing the differences between British and American usage.

4. ECKERSLEY, C. E. and W. Kaufmann, English Commercial Practice and Correspondence. New York: Longman Inc., 1973. \$3.00.

Updated edition. Teaches intermediate students of ESL introductory business English and the fundamentals of business organization. British-English oriented.

4. ECKERSLEY, C. E., W. Kaufmann and A. H. Elliott. A Commercial Course for Foreign Students, Vol II. Sixth edition. New York: Longman Inc., 1973. \$5.00.

A course in business English and economics for the advanced student. (Vol. I of the course is not available in this country.) British-oriented in both language and content.

4. EWER, J. R. and G. Latorre. A Course in Basic Scientific English. New York: Longman Inc., 1975. \$3.50. Paperback.

For advanced beginning, and intermediate students. Text is designed to teach the main structures and vocabulary common to all branches of science. Approach is oral. Appendices include a dictionary of basic scientific English. Teachers' manual available.

4. FISHER, D. Commercial English Comprehension Passages. New York: Longman Inc., 1975. \$2.25. Paperback.

A textbook for the intermediate student, consists of passages of increasing difficulty, the most difficult of which are taken from British commercial publications and newspapers. British-English oriented, but useful.

4. HAWKEY, M. English Practice for Engineers. New York: Longman Inc., 1970. \$1.75. Paperback.

For students new to engineering and to English. First chapter is on the writing of scientific reports, following chapters are texts, followed by exercises in structure, vocabulary, and comprehension.

4. HERBERT, A. J. The Structure of Technical English. New York: Longman Inc., 1975. \$3.50. Paperback.

For intermediate students. An introduction to scientific vocabulary and linguistic conventions. Workbook, set of laboratory tapes available.

4. KING, F. W. and D. Ann Cree. Modern English Business Letters. New York: Longman Inc., 1975. \$3.50.

For intermediate to advanced-level students. British-English oriented, but the special attention given to import/export matters, overseas correspondence and foreign payments might be useful.

4. LONGMAN'S Technical English Supplementary Readers. New York: Longman Inc., 1975. Readers \$1.50 each.

Series of readers with controlled vocabulary, designed as introductions to the vocabulary of particular fields. Lots of diagrams and illustrations; comprehension questions and exercises at the end of each book. Titles available: Civic Engineering, by J. S. Scott; Electronics and Communications, by G. W. Wells; and Chemistry, by P. A. Ongley.

4. MACKIN, Ronald, general editor. English Studies Series. New York: Oxford University Press, 1964-75. Student books from \$1.75 to \$7.00.

Series of books designed to provide extensive language practice in technical fields for ESL students who are already expert in the fields. Books consist of unsimplified, selected passages from textbooks, journals, etc., with notes on grammatical structure and vocabulary and exercises on comprehension, grammar and vocabulary. Tapes and cassettes available for most of the series. Titles available: History, Sociology, Politics, Economics, and Law by M. J. Clarke; Physics, Mathematics, Biology, and Applied Science, by W. F. Hawkins and Ronald Mackin; Liberal Studies, by Ronald Mackin and W. F. Hawkins;

Military Texts, by B. D. Graver and K.J.T. Hoile; Zoology and Botany, by R. H. Gethin and Ronald Mackin; Chemistry, by W. F. Hawkins, R. Mackin and G. V. Taylor; Language Teaching Texts: A Manual for Teachers, by H. G. Widdowson; General Engineering Texts, by Vera Adamson in collaboration with M.J.B. Lowe; Agriculture (to be published in August, 1975) by N. A. Berkoff; and Geography, by G.M.R. Biddulph.

4. METHOLD, Ken. Practice in Medical English, New York: Longman Inc., 1975. \$2.75. Paperback.

For intermediate students, a text in medical English. The five sections are Medical History, The Profession of Medicine, Preventive Medicine, Descriptive Medicine, and Case Histories. Sections consist of selected texts followed by exercises in comprehension, vocabulary and composition.

4. THORNLEY, G. C. Scientific English Practice books. New York: Longman Inc., 1975. About \$1.75 per book.

Three graded books (Elementary Scientific English Practice; Easier Scientific English Practice; and Scientific English Practice) to introduce advanced beginning or intermediate students to scientific English.

Adult Basic Literacy Materials

5. KITTLE, Ruth. Handwriting for Students of English as a Second Language. New York: American Book Co., 1966.

Cursive writing is taught through a method of stroke and count. Small numbers are placed to show the direction of the strokes. Letters with numbers provide models for the exercises. A book on the mechanics of writing for students of ESL whose native languages are written in non-Roman alphabets.

5. TEXAS EDUCATION AGENCY. Teaching English as A

Second Language; Adult Basic Education Teachers' Guide. Texas Education Agency, Austin, 1969.

Adult basic education curriculum and teaching guide for ESL. Includes units on the school setting, home and family, employment and job seeking, community resources, government and voting. Includes bibliographies of professional texts and classroom materials. Can be ordered from EDRS, Computer Microfilm International Corporation, P. O. Box 190, Arlington, VA 22210. (Use #ED 034 147 when ordering; document costs \$6.97).

Testing Materials

6. BURT, Marina K., Heidi C. Dulay, and Eduardo Hernandez CH. Bilingual Syntax Measure. New York: Harcourt Brace Jovanovich, 1975.

Test to measure structural proficiency in English, for children ages 4 - 9. Can also give diagnostic information, and can be used for placement. Complete kit (Test booklet, 35 Child response booklets, Manual), \$45.00. The child response booklets are available in either English or Spanish; be sure to specify that you want the English ones.

6. EDUCATIONAL TESTING SERVICES. TOEFL, Test of English as a Foreign Language. Administered by Educational Testing Services, Princeton, N. J.

The test is called the TOEFL (pronounced "toe-full", accent on first syllable) and is an entrance requirement for non-native students entering most American universities. The tests must be given at particular centers, as security is rigidly controlled. For information, write to Educational Testing Services, Box 899, Princeton, N. J. 08540.

6. ENGLISH LANGUAGE INSTITUTE, University of Michigan. English Placement Test. Distributed by Follett's Michigan Book Store.

100-item, multiple choice test. Not diagnostic; intended instead to group students by proficiency. Norms are to be set by the administrator. Tests listening comprehension (available on tape), grammar in conversational contexts, vocabulary and reading comprehension. Test takes 75 minutes. Complete package (20 tests) \$8.00; specimen set available.

6. ENGLISH LANGUAGE INSTITUTE, University of Michigan.
Examination in Structure. Distributed by
Follett's Michigan Book Store.

150-item diagnostic test. Tests knowledge of basic grammatical structures. 65% multiple choice, 35% completion items. Forms A, B, C available; test takes 1 hour. Complete package (20 tests, specify form A, B or C): \$6.00. Specimen set available.

6. ENGLISH LANGUAGE INSTITUTE, University of Michigan.
Lado Test of Aural Comprehension. Distributed
by Follett's Michigan Book Store.

Objective test of comprehension of spoken English. Test is recorded on tape. May be used with the Michigan Test of English Language Proficiency. Norms are set by administrator. Test takes 20 minutes. Forms A, B, C available. Complete package (20 tests) (specify form A, B, or C): \$6.00; tape: \$12.00 (specify form A, B or C); specimen set available.

6. ENGLISH LANGUAGE INSTITUTE. University of Michigan.
Michigan Test of Aural Comprehension. Distributed by Follett's Michigan Book Store.

90-item test to measure understanding of spoken English. To be used with the Michigan Test of English Language Proficiency. There are three forms (1, 2, 3) using the same test booklet and answer sheet. Test takes 25 minutes. Complete package (20 tests, material for all three forms): \$8.00; tape: \$12.00. Specimen set available.

6. ENGLISH LANGUAGE INSTITUTE. University of Michigan.
Michigan Test of English Language Proficiency.
Distributed by Follett's Michigan Book Store.

100-item objective test. Tests grammar, vocabulary and reading comprehension. Norms are derived scores for college students, classified by different field of specialization. Forms A, B, C, D, and E available. Test takes 75 minutes. Scores may be correlated with TOEFL scores. Complete package (20 tests, one form only): \$8.00; specimen set available.

6. GRUBER, Edward C. Test of English as a Foreign Language. (TOEFL) New York: Simon and Schuster, 1973. \$3.95.

Manual to help students prepare for the TOEFL exam. Contains two practice tests, a vocabulary list ("1,000 Words Whose Meanings You Should Know") and a grammar and usage refresher.

6. HARRIS, David P. and Leslie A. Palmer. Comprehensive English Language Test. New York: McGraw Hill, 1970.

Three-part test, may be used together or separately. Tests Listening (by tape or record) - 45 minutes; tests Structure - 50 minutes; tests Vocabulary - 50 minutes. Listening test: \$20.00 per complete package (20 tests); Structure test: \$10.50 per complete package; Vocabulary test: \$10.50 per complete package. Specimen sets for each test available at about \$2.75 each.

6. ILYIN, Donna. Ilyin Oral Interview. Rowley, Mass: Newbury House, 1975.

Objective test on a 4-point rating system. Test for aural comprehension and oral production which takes 5 minutes - 30 minutes depending on the proficiency of the student. Illustrated test book: \$12.00; 50 answer sheets, \$1.50. Teachers' manual available.

6. ILYIN, Donna and Jeannette Best. Structure Tests-English Language. Rowley, Mass: Newbury House, 1975.

Six tests of English structure, which can be correlated with the Ilyin Oral Interview for placement of students. Two forms each of Beginning, Intermediate

and Advanced tests. All forms take 30 minutes. Complete package for each test (50 tests): \$2.95.

6. POCZIK, Robert. English as a Second Language Tests. New York State Education Department, Albany. Bureau of Basic Continuing Education, 1973.

Four tests, the Oral Placement Test, and Oral Production Test Levels I, II and III, are designed to measure auditory comprehension, oral production, the ability to ask questions, and conversational skills. The instruments are appropriate for use in adult basic education programs. The placement test can be used to place students at various levels solely on the basis of oral language abilities. The oral production tests can be used to determine whether a student has mastered the oral language skills at one level and is ready to proceed to the next. The achievement tests can be used diagnostically if the student's errors are noted on his test as it is corrected. Test takes 5 to 10 minutes. Complete package available FREE from: State Education Department, Division of Continuing Education, Bureau of Special Continuing Education, 55 Elk Street, Room 323, Albany, New York. 12234. (518) 474-6930.

6. SOUTHERN ILLINOIS UNIVERSITY. Examination of Operational Competence in English. New York: American Book Co., 1971.

Intermediate level examination which tests various aspects of English, including phonology, spelling, grammar, comprehension or oral and written English, and composition. To be taken after completing an intermediate-level course. Test takes 95 minutes. Examiner's book: \$4.00; examiner's package: \$4.00; tape (optional): \$2:00.

Linguistic and Cultural Reference Materials

7. BERGMAN, Arlene E. Women of Vietnam. Rev. Ed. San Francisco: People's Press, 1975. \$2.95. Paperback.

Discussion of women in Vietnam from the point of view of Women's Liberation. History, women's culture, the effect of U.S. policy in Vietnam on women, changing role of women in family, economy, politics and military defense. Ms. Bergman is active in the Feminist Movement in the U.S.

7. CENTER FOR APPLIED LINGUISTICS, Vietnamese Refugee Education Series. Arlington, VA: Center for Applied Linguistics, 1975.

1. English-Vietnamese Phrasebook with Useful Word List. 2. Vietnamese-English Phrasebook with Useful Word List. 3. A Handbook for Teachers of Vietnamese Students: Hints for Dealing with Cultural Differences in Schools. 4. A Selected Annotated Bibliography for Teaching English to Speakers of Vietnamese. 5. A Personnel Resources Directory for the Education of Vietnamese Refugees. 6. A Colloquium on the Vietnamese Language. For a description of these, see the same item in Section 8 of this bibliography.

7. CRAWFORD, Ann. Customs and Culture of Vietnam. Rutland, VT.: Charles E. Tuttle. \$4.35. Hardcover.

Concise background on the history and culture of Vietnam, including geography, tribes and peoples, religion, educational system, customs, arts and language.

7. FITZGERALD, Frances. Fire in the Lake. New York: Random House, 1972. \$2.25. Paperback.

A definitive work on the American involvement in Vietnam. Comprehensive; exciting reading. Covers culture, history, religion, economics, politics. Highly useful for those desiring an understanding of the past twenty-five years in Vietnam.

7. JARMON, Hattie. Republic of Vietnam, the AACRAO Study of Higher Education in Vietnam: A Guide to the Academic Placement of Students from Vietnam in U.S. Educational Institutions. Washington, D. C.: World Educational Service, American Association of College Registrars and

Admissions Officers, 1 Dupont Circle, Washington, D.C. 20036.

A guide to the workings of the college and university system in Vietnam and how it fits into the U.S. educational system.

7. JORDEN, Eleanor H., Charles Sheehan, and Nguyen Hy Quang. Vietnamese: Basic Course, Vol I and II. Washington, D. C.: Foreign Service Institute, 1967. Vol. I: \$3.40; Vol. II: \$2.95. Paperback.

The basic materials used to train Vietnam-bound U.S. government officials. Available through Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402. Vol I, order #S1.114/2:V67/v.1; Vol II, order #S1.114/2:V67/v.2.

7. NGUYEN NGOC BICH. A Thousand Years of Vietnamese Poetry. New York: A. E. Knopf, 1975. \$3.95. Paperback.

200 poems which reflect the complete history and the persisting vitality of a culture that has, over the centuries, absorbed into its own indigenous voice innumerable strains, both Asian and Western.

7. NGUYEN DINH HOA. Colloquial Vietnamese, Rev. Ed. Carbondale, Ill: Southern Illinois University Press, 1974. \$6.95. Paperback.

A college-type text for learning spoken Vietnamese. Designed for second-year or intermediate students. Continuation of Speak Vietnamese.

7. NGUYEN DINH HOA. Easy Vietnamese. Rutland, VT: Charles E. Tuttle. \$2.50

A phrasebook of everyday useful expressions in Vietnamese, originally intended for visitors to Vietnam. Pronunciation Key.

7. NGUYEN DINH HOA. Read Vietnamese: A Graded Course in Written Vietnamese. Rutland, VT: Charles E. Tuttle, 1966. \$6.00. Hardcover.

Teaches the written language to those who are already familiar with spoken Vietnamese.

7. NGUYEN DINH HOA. Speak Vietnamese. Rutland, VT.: Charles E. Tuttle, 1966. \$6.75. Hardcover.

A beginning course in spoken Vietnamese.

7. NGUYEN DINH HOA. Vietnamese-English Student Dictionary, Revised and Enlarged Edition. Carbondale, Ill.: Southern Illinois University Press, 1971. \$15.00. Hardback.

The revised edition of the original Hoa 1959 dictionary, republished in Saigon in 1967, and revised and enlarged for 1971. 45,000 entries.

7. SULLY, Francois (ed.) We the Vietnamese: Voices from Vietnam. New York: Praeger, 1971. \$2.95. Paperback.

For secondary students. Sully was a war correspondent for 24 years in Indo-China, but this anthology is light on war stories, heavy on culture, folklore, religion, modern vs. old Vietnam. Some very useful articles for anyone interested in Vietnam.

7. THOMPSON, Laurence, C. A Vietnamese Grammar. Seattle, WN.: University of Washington Press, 1965. \$6.95. Hardcover.

A thorough linguistic survey of Vietnamese phonology, morphology, syntax and dialect variations, as well as the Vietnamese writing system. Difficult, as it is intended for linguistically-trained readers.

7. VUONG GIA THUY. Vietnamese in a Nutshell. New York: Funk and Wagnalls, 1975. \$2.45. Paperback.

A linguistically-oriented, but easy-to-use phrase-book and grammar, with an 8,000 word Vietnamese-English, English-Vietnamese dictionary. Describes differences in Vietnamese dialects, outlines pronunciation and tonal system as well as basic sentence patterns. Small enough for pocket or purse.

References for Teachers

8. BLATCHFORD, Charles H., compiler. TESOL Training Program Directory, 1974-76. Washington, D.C.: TESOL, 1975. \$1.50 for TESOL members, \$2.00 for non-members. Paperback.

List of university programs, etc. where one can get training in ESL teaching.

8. BURT, Marina L. and Carol Kiparsky. The Gooficon: A Repair Manual for English. Rowley, Mass: Newbury House, 1972. \$4.95. Paperback.

Sampling of ESL student errors arranged according to structure, and suggestions as to correcting them. Samples were gathered from students with various backgrounds.

8. CAL . ERIC/CLL Series. Arlington, VA: Center for Applied Linguistics, 1974-75.

A series of articles, books and bibliographies in languages and linguistics prepared for the Center for Applied Linguistics for the Educational Resources Information Center. Each of the documents can be purchased in microfiche for \$.76 per document, or in hard copy at varying prices. To order, write to: ERIC Document Reproduction Service (EDRS), Computer Microfilm International Corporation, P. O. Box 190, Arlington, VA 22210. When ordering, give the number in parentheses. Relevant titles:

- (1) Preparing and Using Self-Teaching Units for Foreign Languages. by Gerald E. Logan, 1974. (ED098 808 - \$1.58).
(2) A Selected Bibliography on Bilingual/Bicultural Education, by James W. Ney and Donella K. Eberly, 1975. (ED 098 813 - \$1.58). (Bilingual education is that done in two languages, i.e., the children are taught both languages, and given cultural materials for both.)
(3) A Selected Bibliography on Language Teaching and

- Learning, by Sophia A. Behrens and Kathleen McLane, 1975. (ED 100 189 - \$1.58).
- (4) Using Community Resources in Foreign Language Teaching, by Stephen L. Levy, 1975. (FL 006 774 - Price still undetermined).
- (5) A Selected Bibliography of Films and Videotapes on Foreign Language Teacher Training, by Peter A. Eddy, 1975. (FL 006 771 - Price still undetermined).
- (6) ERIC Documents on Foreign Language Teaching and Linguistics: List Number 13, by Peter A. Eddy, 1975. (FL 006 820 - Price still undetermined).
- (7) Ratio in Foreign Language Education, by Robert J. Nelson and Richard E. Wood, 1975. (FL 006 814 - Price still undetermined).
- (8) Error Analysis in the Classroom, by Patricia B. Powell, 1975. (FL 006 818 - Price still undetermined).
- (9) Research with Cloze Procedure in Measuring the Proficiency of Non-Native Speakers in English: An Annotated Bibliography, by John W. Oller, Jr. 1975. (FL 066 808 - Price still undetermined).
- (10) Pre-Student Teaching Experience in Second Language Teacher Education Programs, by Helen L. Jorstad, 1975. (FL 006 831 - Price still undetermined).
- (11) Communicative Competence, by Edward D. Allen, 1975. (FL 006 824 - Price still undetermined).
- (12) Listening Comprehension in the Foreign Language Classroom, by Terence Quinn and James Wheeler, 1975. (FL 006 854 - Price still undetermined).
- (13) ERIC Materials relating to Vietnamese and English, by Jennifer DeCamp, 1975. (FL 006 832 - Price still undetermined).
- (14) A Selected List of Instructional Materials for English as a Second Language: Elementary Level, by Maybelle Marckwardt, 1975. (FL 006 833 - Price still undetermined).
- (15) A Selected List of Instructional Materials for English as a Second Language: Secondary Level, by Maybell Marckwardt, 1975. (FL 006 834 - Price still undetermined).
- (16) A Selected ERIC Bibliography on Teaching English as a Second Language to the Illiterate, by Grace Joseph, Kathleen McLane, and Laurel Taylor, 1975. (FL 006 894 - Price still undetermined).

8. CENTER FOR APPLIED LINGUISTICS, Vietnamese Refugee Education Series. Arlington, VA: Center for Applied Linguistics, 1975.

(1) English-Vietnamese Phrasebook with Useful Word List. (for Vietnamese speakers). A survival phrasebook and mini-dictionary (Vietnamese-English and English-Vietnamese), designed to meet the immediate language needs of refugees upon their resettlement. \$3.00. Cassettes available. (\$13.00).

(2) Vietnamese-English Phrasebook with Useful Word List. (for English speakers). Intended as a guide for Americans to simplified Vietnamese. Easy-to-follow pseudo-phonetic transcription. One-way (English-Vietnamese) mini-dictionary included. \$2.00. Cassette available. (\$6.00).

(3) A Handbook for Teachers of Vietnamese Students: Hints for Dealing with Cultural Differences in Schools. Cross-cultural comparisons between Vietnamese and American School environments. Suggestions to teachers to help reduce possible culture shock for Vietnamese students. \$1.00.

(4) A Selected Annotated Bibliography for Teaching English to Speakers of Vietnamese. You have a copy of this in your hands. \$1.50.

(5) A Personnel Resources Directory for the Education of Vietnamese Refugees. Abstracts on available Vietnamese and American educators, including experts who can offer technical assistance to school districts. \$1.00.

(6) A Colloquium on the Vietnamese Language. Presented at the Center for Applied Linguistics on July 15, 1975. References to contrastive features between Vietnamese and English. 45-minute presentation on phonology and syntax; 45-minute question and answer period. \$6.50 for tape and handout.

To order, write to Center for Applied Linguistics. (Use series numbers listed above.) Center address: 1611 No. Kent St., Arlington, VA 22209. Make checks payable to the Center for Applied Linguistics.

8. COHEN, Andrew D. A Guide Book for Tutors with an Emphasis on Tutoring Minority Children. Arlington, VA: ERIC, 1972.

Purpose of the manual is to illustrate different approaches to tutoring with examples from tutoring English language skills, science and math. Discusses issues associated with tutoring across ethnic groups and social classes, and provides a checklist of steps to take before, during and after tutoring. Includes an annotated bibliography. ERIC Document #084326; order through ERIC Document Reproduction Service, Computer Microfilm International Corporation, P. O. Box 190, Arlington, VA 22210. \$.69 for microfiche, \$3.29 for hard copy.

8. DAVISON, Walter. The Language Laboratory: A Bibliography, 1950 - 1972. Pittsburgh University Center for International Studies. University of Pittsburgh, 1973. \$3.75 Paperback.

8. CRYMES, Ruth and Wm. E. Norris, eds. On TESOL '74. Washington: TESOL. 1975. \$5.00 for members, \$6.50 for non-members. Paperback.

Twenty-three selected papers from the 1974 TESOL conference in Denver, Colorado.

8. DOBSON, Julia M. Effective Techniques for English Conversation Groups. Rowley, Mass.: Newbury House, 1974. \$3.95.

Presents a variety of field-tested techniques for generating conversation among students with a basic command of English. Helps to make the transition from manipulative drill to oral communication. Samples of possible dialogues, plays, speeches, field trips, games.

8. FINOCCHIARO, Mary. English as a Second Language: From Theory to Practice. New York: Regents, 1974. \$3.25. Paperback.

Newly revised practical guide to curriculum planning, lesson planning, adaptation of materials and language testing. Discusses specific techniques for teaching pronunciation, grammar, reading and writing. Appendix contains useful definitions, an extensive bibliography.

8. MACINTOSH, H. G. and R.B. Morrison. Objective Testing. Portland, Oregon: English Language Services, 1969. \$3.00.

Discussion of what objective testing is, how a test is constructed and scored, and how it can be analyzed, how it compares with essay tests, and its place in education.

8. OCHANNESSIAN, Sirarpi, ed. Reference List of Materials for English as a Second Language. Washington, D. C.: Center for Applied Linguistics, 1964. Vols I, II: \$6.00 each; Supplement (1964-68): \$8.50.

Complete, annotated bibliography of materials on ESL in two volumes, with a supplement bringing the bibliography up to 1968.

8. OLIVER, Marion M., and Dao Thi Hoi. Vietnamese Culture and Language: An Overview for Americans Assisting Vietnamese. Washington, D.C.: SMART Associates, Inc., 1975. \$45.00.

Co-ordinated cassette and slide program presenting carefully researched practical information and suggestions for teachers, social workers, and volunteers working with Vietnamese newcomers. 30-minute cassette co-ordinated with fifty-two 35mm slides which convey pertinent, basic facts for the development of skills to assist the Vietnamese through cultural understanding. Program can be used by anyone with a conventional slide projector and cassette tape recorder. Especially suitable for non-professional groups needing information on Vietnamese language and culture.

8. RIVERS, Wilga M. Speaking in Many Tongues: Essays in Foreign-Language Teaching. Rowley, Mass.: Newbury House, 1972. \$5.50. Paperback.

Collection of 11 articles written between 1968 and 1972, on various aspects of foreign-language teaching. Indexed by subject for easy reference. Good, practical articles useful to the language teacher whatever his background.

8. SAVILLE-TROIKE, Muriel. Foundations for Teaching English as a Second Language. Englewood Cliffs N. J.: Prentice-Hall, in press. \$6.95. Paperback.

Brand-new (not available until January) discussion of the linguistic, psychological and cultural aspects of teaching English as a foreign language. Of special use to the teacher with no special training in ESL are chapters on survival skills for teachers and students, the role of ESL in bilingual education, strategies for instruction, and preparation for teaching.

8. SELECTED LIST OF INSTRUCTIONAL MATERIALS FOR ENGLISH AS A SECOND LANGUAGE. Part of CAL Reference Materials on Bilingual/Bicultural Education and English as a Second Language. Arlington, VA: Center for Applied Linguistics.

Order these bibliographies through the Center for Applied Linguistics; orders must be prepaid or charged to Master Charge or BankAmericard.

- (a) Elementary level (\$.25)
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- (d) Adult level (available Fall 1975) (\$.25)
- (e) Audio-visual aids (available Fall 1975) (\$.25)
- (f) Testing: College and adult level (available Fall 1975) (\$.50)

8. THOMAS, Myra H. et al. Books Related to Adult Basic Education and Teaching English to Speakers of Other Languages. National Center for Educational Communication (DHEW/OE), Washington, D.C., 1970. \$.30.

This is a two-part bibliography of recently received textbooks and professional resources in the Educational Materials Center. The bibliography on adult basic education lists publications received between September 1968 and May 1970 for teaching adults the first essential skills of reading, writing, arithmetic, community living, and citizenship. Only materials specifically developed for adult basic education are included. Performance levels of materials listed range from 0 through

seventh or eighth grade; however, seventh- and eighth-grade materials are included only if they are part of a sequential program beginning within the elementary grade range. All materials related to teaching English to speakers of other languages published in the United States since 1965 and received in the Center through 1970 are included in the second part of the bibliography. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. (#HE 5.213:13039)

8. THONIS, Eleanor. Teaching Reading to Non-English Speakers. New York: Collier Macmillan, Inc., 1970. \$3.95. Paperback.

Designed for teachers in bicultural/bilingual programs, but the second part of the book, which deals with teaching English as a second Language, is useful to teachers of Vietnamese students. Detailed examination of the various ways of teaching reading to ESL students, and a practical guide to the teacher including suggestions for classroom activities.

8. VALLETE, Rebecca M. Modern Language Testing: A Handbook. New York: Harcourt Brace Jovanovich, 1967. \$4.95. Paperback.

Especially useful handbook for teachers. Contains principles and procedures for test construction, administration and scoring. Contains sample test items (from various languages) and practical suggestions to test language skills, culture and literature.

A list of publishers' addresses is
available from:

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